

**CLASS TITLE: CORRECTIONAL OFFICER SECURITY SPECIALIST**

**CLASS CODE: 02187100**

**PAY GRADE: 28A**

**EO: D**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within an assigned facility at the Adult Correctional Institutions, to develop and implement a variety of security systems and processes; to inspect and test security equipment such as alarm systems (microwave, taut wire and fence mounted alarm units), video surveillance equipment and cameras to ensure proper working order; to conduct security audits; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision and guidance of a superior with wide latitude for the exercise of independent judgment, work is reviewed for conformance to established policies, rules and regulations.

**SUPERVISION EXERCISED:** Supervises the work of other employees and inmates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within an assigned facility at the Adult Correctional Institutions, to develop and implement a variety of security systems and processes; to inspect and test security equipment such as alarm systems (microwave, taut wire and fence mounted alarm units) video surveillance equipment and cameras to ensure proper working order.

To conduct security audits at assigned facilities which include physical security of all areas to include perimeters, staff adherence to policies and procedures and inmate activity.

To initiate disciplinary and/or corrective actions for those who violate security policies and procedures.

To organize, inventory, purchase and maintain security equipment and supplies such as: alarm systems, video surveillance equipment, helmets, shields, batons, gas masks, body armor vests, elbow and shin pads, firearms, ammunition, restraints, metal detectors, etc.

To provide functional radio and belt alarm systems, consisting of hand-held radios, mobile radios for motor vehicles, base stations, and all needed accessories and to be responsible for testing, issuance, and monitoring all radios.

To maintain a key control program, at an assigned facility, organizing operational, spare and emergency keys, to ensure all keys are accounted for on a daily basis, and to replace all work and broken keys.

To provide fire extinguishers, fire blankets, and self-contained breathing apparatuses for the facility, and to prepare and write the Fire Evacuation Plan for the facility.

To oversee all aspects of the drug-testing program at the Department of Corrections, which includes scheduling and conducting tests, training staff, ordering supplies, calibrating and repairing drug-testing equipment.

To propose and draft recommendations for new or revised security policies and procedures.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of security work to include alarm systems, video surveillance equipment, cameras, radios, weapons, restraints, metal detectors, locks and other security equipment; a working knowledge of Department of Corrections drug testing policies and procedures and the ability to utilize and maintain related equipment; a working knowledge of fire protective equipment; the ability to use good judgment in dealing with personnel; the ability to organize work and prepare clear and concise reports; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment involving the development and implementation of sophisticated security systems within a large municipal, state or federal correctional agency, private security company or comparable setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENTS:** The following conditions must be met at the time of appointment: must be certified as physically qualified for performing the duties and the class of position after passing a medical examination conducted by a physician designated by the Department of Corrections. Such qualification shall require a vision test of at least 20/100 Snellen in the better eye without glasses, corrected to at least 20/70 in one eye and 20/30 in the other; and a hearing test in which each ear must test at least 15/15 by the whispered voice test. Defective vision must not be due to active or progressive disease; must be able to distinguish black, white and all other chromatic colors; and must possess a valid Rhode Island motor vehicle operator's license. Must have completed the Rhode Island Department of Corrections Training Academy Program for Correctional Officers, or an equivalent program.

Class Revised: March 10, 2013